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February 4, 1948

MEMORANDUM TO DIRECTOR, CENTRAL INTELLIGENCE

Attention: Executive for I&M

Subject: Request for Adjustment of FBIS West Coast Mission T/O

1. It is requested that the T/O for the West Coast Mission, FBIS, be increased by a second CPC-4 position, Custodian-Chauffeur, for duty at Roseda.

The Roseda station will be in operation 24 hours per day, seven days per week. In addition, the move from Portland, Oregon to the new location will involve:

a. Additional maintenance required for larger quarters at the Roseda station. There will be approximately 6000 square feet of floor space to be cared for, compared to 3700 square feet at the Portland station.

b. Care of grounds immediately adjacent to the buildings. This will include cutting weeds in order to keep the fire hazard at a minimum.

c. A driver for transportation of staff to and from points of contact with commercial carriers; also servicing of station vehicles and maintenance of log books on each.

d. Maintenance of storage and supply room.

2. It is further requested that the FBIS U. S. field ceiling be increased by one to permit filling this position.

FKB:hbr


Brigadier General, USA
Assistant Director for Operations

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Ret. Chief, FBIS - 1

cc: Admin. Office

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